

TOWN OF NORTH HAVEN PERSONNEL REQUISITION

To Requisitioner: The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, creed, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age. The laws of most states also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status or physical or mental handicap or disability. Any expressions of limitations in these areas expressed in this requisition should be warranted by a bona fide occupational or legally permissible reason.

Date Posted: April 21, 2016

Closing Date: When filled.

FROM: CHIEF OF POLICE

DEPARTMENT: POLICE

I. DESCRIPTION OF NEED

DATE NEEDED	NUMBER OF EMPLOYEES	JOB TITLE	JOB CLASSIFICATION NUMBER	HIRING SALARY RANGE	JOB SALARY RANGE
ASAP	1	Senior Clerk	4	\$16.65-\$18.17	\$16.65-\$23.10

PERMANENT: Yes TEMPORARY: If Temporary, for how long? **N/A** WHICH SHIFT? **DAYS**

FULL TIME: Yes HOURS: 35 PART TIME: **NO** If part time, what hours or days? **N/A**

II. REASON FOR NEED

REPLACEMENT: Yes ☒ No

ADDITION: Yes No ☒ If yes, state funding.

III. REQUIREMENTS

EDUCATION: GRADE SCHOOL HIGH SCHOOL ☒ COLLEGE COMMERCIAL OTHER

EXPERIENCE:

Applicant will be working in a law enforcement environment, and as such, is subject to a thorough background screening involving local police, state police and the FBI. Applicant is subject to confidentiality agreements, fingerprint submission and shall not have an arrest record.

Applicants must have a minimum of one (1) year of office experience; or an equivalent combination of education and experience. Applicant must possess strong office skills that include, but not limited to;

- Ability to plan and prioritize work, and to perform multiple tasks
- Understand manual and electronic filing systems.
- Competency with Microsoft Office Programs
- Proficient keyboard and typing skills
- Proficient written and oral communications skills
- Possess customer service skills
- Ability to learn and become certified with COLLECT, OBTS, NIBRS and other L.E. information systems
- Ability to become proficient with the laws involving the FOIA
- Ability to become proficient with the department's Records Management System
- Ability to become proficient with the town's MUNIS software
- Ability to become proficient with department payroll, scheduling and billing
- Ability to become cross trained and be willing to work in other police clerical assignments as directed

APPROVED BY: _____SEL

_____DF/A

_____CHIEF/POLICE